Website
Handover Document

HEAD2ART

H2A **Website**

HOSTING

The HEAD2ART website was constructed using Wix - an online website building tool.

A new email address was created specifically for this Wix account, which you can use to login and make adjustments as you need.

WEBSITE LOGIN

https://www.wix.com/

Login credentials:

email: **h2awebsite@gmail.com**
pass: **studiozed1234**

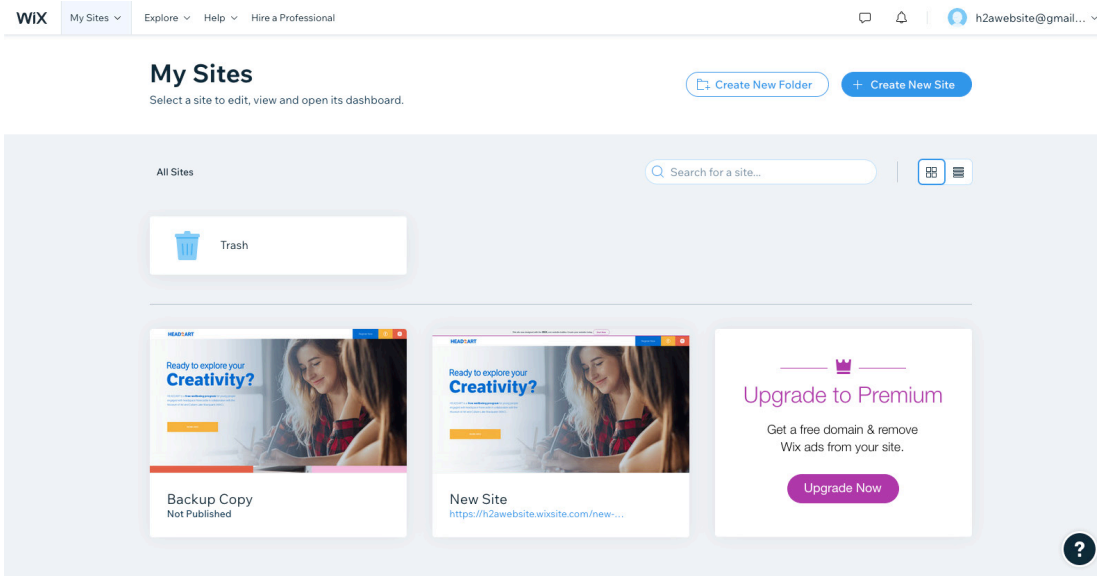We suggest that you change the password and store in a safe place as per your own workplace procedures.

GMAIL ACCOUNT

The password for the newly created gmail account is the same. _Please note,_ _the google drive associated with this gmail is currently where participant information sheets are being stored and downloaded from._

This is the current website address provided with the free plan of Wix. You can choose to keep the current address (with the Wix advertisement), or you could choose to upgrade your Wix account (cheapest plan is currently AU$13.50 per month) which comes with a custom domain - or you could, of course, register your domain elsewhere and point it towards the existing Wix URL.

https://h2awebsite.wixsite.com/new-site
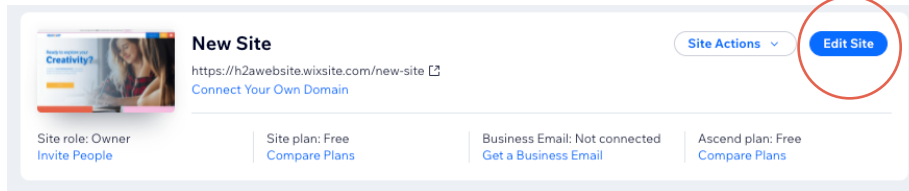
H2A **Website**

When you login to Wix, you'll be greeted by the Wix Dashboard.

You can see 2 copies of your website. **"New Site" is your live website** - where you can make adjustments as you need.

There is also a "Backup Copy" - just in case. If you ever need to rescue your website using the backup copy, we suggest that you duplicate it first, so that you always have a backup should you need it.

02

H2A **Website**

Click to open editor
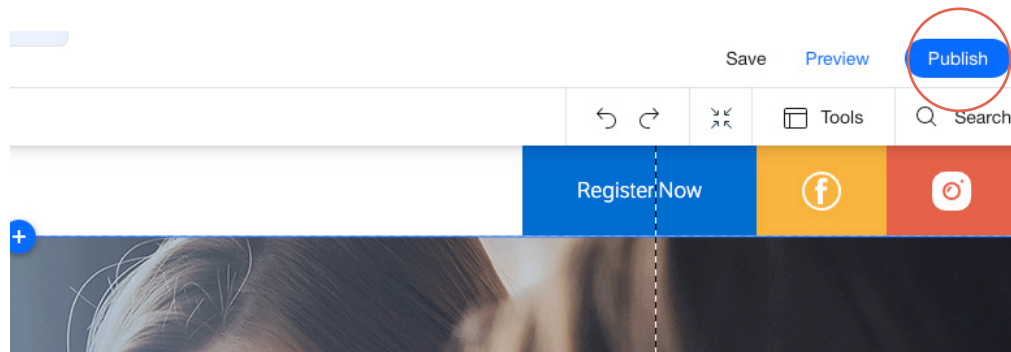
New Site
https://h2awebsite.wixsite.com/new-site ↗
Connect Your Own Domain

Site Actions ⌄   **Edit Site**

Site role: Owner
Invite People

Site plan: Free
Compare Plans

Business Email: Not connected
Get a Business Email

Ascend plan: Free
Compare Plans
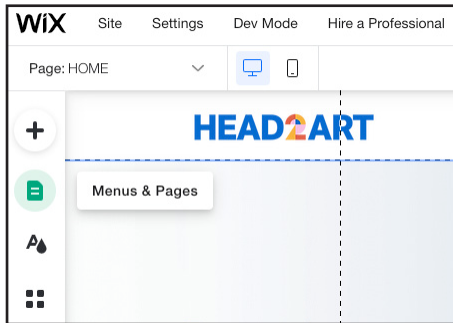
Saved changes won't be Live until they are published

Save   Preview   **Publish**

↺ ↻   ⤢   ▥ Tools   🔍 Search

Register Now   ⓕ   ◎

H2A **Website**

EDITING THE "REGISTRATION" PAGE

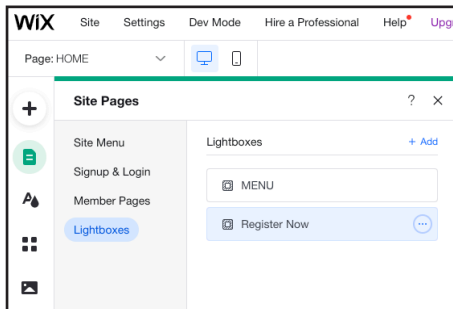The page overlay which pops up when the user clicks "Register Now" is defined by Wix as being a "Lightbox".

You can edit this lightbox section of the website by accessing the Menus & Pages tab on the left side of the editor.

DESKTOP VS MOBILE

At the top of the editor, you can change to mobile viewer/editor.

The content in the mobile version is extracted from what's been created in the desktop version.
You can, however, choose to hide or even add new elements into the mobile version - doing so will not make any changes to the existing desktop version. (Remember to publish changes to see them go Live).

Thanks!
We hope you enjoy using your exciting new website.

Studio Zed 2022 - University of Newcastle

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